

# Dominican College, Portstewart

## Classroom Assistant (Special Educational Needs)

### Job Description

The person appointed to these posts will be present in classes with the pupil(s) during the school day for about 20 or 15 hours per week (depending which post) or as directed or by arrangement.

**RESPONSIBLE TO:** The Principal through the SENCo and Bursar

**JOB PURPOSE:** Under the direction of the Principal / Bursar/ class teacher/ form teacher/ SENCO as appropriate, assist with the educational support and the care of the pupil(s) with special educational needs who is/are in the teacher's care in or outside the classroom.

**Salary for this post is based on the NJC full-time scale (points 5-6 depending on experience). The rate applicable is the hourly rate appropriate to the above scales, calculated on the basis of a 36 hour week.**

This post will last only until the child continues his/her education at Dominican College.

### MAIN DUTIES AND RESPONSIBILITIES:

The precise duties of the post will be determined by the Principal and/or Bursar.

#### 1. SPECIAL CLASSROOM SUPPORT

- 1.1 Assist the teacher with the support and care of pupil(s) with special educational needs e.g.
- 1.2 Enable access to the curriculum, attend to personal needs including dietary, feeding, toileting etc.
- 1.3 Develop an understanding of the specific needs of the pupil(s) to be supported.
- 1.3 Assist with authorised programmes (e.g. Education Plan, Care Plan, Learning Support), participate in the evaluation of the support and encourage pupil(s) participation in such programmes.
- 1.4 To contribute to the inclusion of the pupil in mainstream schools under the directions of the class teacher.
- 1.5 Assist with operational difficulties and non invasive medical/clinical difficulties pertaining to pupil(s) disabilities.
- 1.6 Support in implementing behavioural management programmes as directed.
- 1.7 Assist pupil(s) in moving around school and on and off transport.

## **2. GENERAL CLASSROOM SUPPORT**

- 2.1** Assist pupil(s) learn as effectively as possible both in group situations and on their own by assisting with the management of the learning environment through:
- clarifying and explaining instruction;
  - ensuring the pupils are able to use equipment and materials provided;
  - assisting in motivating and encouraging the pupil(s) as required;
  - assisting in areas requiring reinforcement or development;
  - promoting the independence of pupils to enhance learning;
  - helping pupil(s) stay on work set;
  - meeting physical/medical needs as required whilst encouraging independence;
- 2.2** Be aware of school policies, procedures and of confidential issues linked to home/pupil/teacher/school work and to keep confidences appropriately.
- 2.3** Establish a supportive relationship with the pupils concerned.
- 2.4** Prepare and produce appropriate resources to support pupil(s) and take care of material for play sessions.
- 2.5** Supervise groups of pupils, or individual pupils on specified activities including talking and listening, using ICT, extra curricular activities, and other duties, as directed by the class teacher/bursar/principal.
- 2.6** Under the direction of the teacher, and following an appropriate risk assessment, assist with off-site activities.
- 2.7** Provide continuity of adult care of e.g. supervising play and cloakrooms including hand washing, toileting etc.
- 2.8** Provide supervision/support including the administration of prescribed medicines and drugs for children who are ill and deal with minor cuts and grazes.
- 2.9** Ensure as far as possible a safe environment for pupils.
- 2.10** Report to the class teacher any signs or symptoms displayed which may suggest that a pupil requires expert or immediate attention.

## **3. ADMINISTRATION**

- 3.1** Assist with classroom administration.
- 3.2** Assist the class teacher and/or other professionals with the implementation of the system for recording the pupil(s) progress.
- 3.3** Contribute to the maintenance of pupil(s) progress records.
- 3.4** Provide regular feedback about the pupil(s) to the teacher/officer.
- 3.5** Duplicate written materials, assist with production of charts and displays, record radio and television programmes, catalogue and process books and resources.

## **4. OTHER DUTIES**

- 4.1** Attend relevant in-service training.
- 4.2** Assist work placement students with practical tasks.

- 4.3 Such other duties as may be assigned by the Principal / Bursar/ class teacher/ form teacher/ SENCO as appropriate within the level of the post.

**Working Hours:**

Monday to Friday: Between 9 am – 3.25 pm (Hours To be agreed - depending on the statement of the child) **Term Time**

You will receive a 20 minute tea break in the morning depending on the hours worked during a particular day.

**Holidays:**

You are entitled to 20 days paid holidays (pro rata) plus Stat days. These holidays must be taken during the term breaks and school holidays unless otherwise agreed by SLT.

**Salary:**

NJC pay scales: Salary for this post is based on the NJC full-time scale (points 5-6 depending on experience). The rate applicable is the hourly rate appropriate to the above scales, calculated on the basis of a 36 hour week.

**Pension**

Northern Ireland Local Government Officers’ Superannuation Scheme (NILGOSC)

## PERSON SPECIFICATION

### NOTES TO JOB APPLICANTS

1. You must clearly demonstrate on your application form under each question, how, and to what extent you meet the required criteria below, as failure to do so may result in you not being shortlisted. You should clearly demonstrate this for both the essential and desirable criteria, where relevant.
2. You must demonstrate how you meet the criteria by the closing date for applications, unless the criteria states otherwise.
3. The stage in the process when the criteria will be measured is outlined in the table below.
4. Shortlisting will be carried out on the basis of the essential criteria set out in Section 1 below, using the information provided by you on your application form.
5. Please note that the Selection Panel reserves the right to shortlist only those applicants that it believes most strongly meet the criteria for the role.
6. In the event of an excessive number of applications, the Selection Panel also reserves the right to apply any desirable criteria as outlined in Section 3 at shortlisting, in which case these will be applied in the order listed. It is important therefore that you also clearly demonstrate on your application form how you meet any desirable criteria.

## SECTION 1 - ESSENTIAL CRITERIA

The following are **essential** criteria which will initially be measured at the shortlisting stage and which **may also be further explored during the interview/selection stage**. You should therefore make it clear on your application form how, and to what extent you meet these criteria. Failure to do so may result in you not being shortlisted.

Factor	Essential Criteria	Method of Assessment
<b>Qualifications/ Professional Membership</b>	Hold a minimum of a Level 2 childcare qualification as approved by EA (A list of approved qualifications is available to download from the EA website <a href="http://www.eani.org.uk">www.eani.org.uk</a> )	Shortlisting by Application Form
<b>Experience</b>	Have a minimum of six months' experience of working with a child/children in a formal learning environment e.g. school, hospital, nursery or playgroup	Shortlisting by Application Form
<b>Skills / Abilities</b>	Evidence of a working knowledge of information technology systems including: <ul style="list-style-type: none"> <li>• Microsoft Word and Outlook, and/or</li> <li>• C2K schools IT systems</li> </ul>	Shortlisting by Application Form

## SECTION 2 - ESSENTIAL CRITERIA

The following are **additional essential** criteria which will be measured during the interview/selection stage.

Factor	Essential Criteria	Potential Method of Assessment
<b>Knowledge</b>	Demonstrable knowledge of the following: <ul style="list-style-type: none"> <li>• The requirements of a Classroom Assistant (special educational needs)</li> <li>• Child development issues</li> <li>• Health and safety requirements, relevant to the role</li> </ul>	Interview
<b>Skills / Abilities</b>	Evidence of an ability to work flexibly and creatively to help ensure a child-centred learning experience Highly effective interpersonal and communication skills Proven team working and collaborative skills Evidence of effective planning and organising skills to ensure work is completed on time to the required standard	Interview
<b>Values Orientation</b>	Evidence of how your experience and approach to work reflect the school's values/ethos. You will find information about the school's values/ethos on our school website	Interview

### **SECTION 3 - DESIRABLE CRITERIA**

Some or all of the desirable criteria may be applied by the Selection Panel in order to determine a manageable pool of candidates. Desirable criteria will be applied in the order listed. You should make it clear on your application form how, and to what extent you meet the desirable criteria, as failure to do so may result in you not being shortlisted.

<b>Factor</b>	<b>Desirable Criteria</b>	<b>Method of Assessment</b>
<b>Qualifications / Experience</b>	Have a minimum of one years' experience of working with a child/children with special educational needs Have a minimum of six months' experience working as a Classroom Assistant with a child/children with special educational needs	Shortlisting by Application Form

### **DISCLOSURE OF CRIMINAL BACKGROUND**

The Safeguarding Vulnerable Groups (Northern Ireland) Order 2007 defines working directly with children or young people or in specified places as 'regulated activity'.

In the event that you are recommended for appointed to a post that involves 'regulated activity', the Education Authority will be required to undertake an Enhanced Disclosure of Criminal Background. **Please note that you WILL be expected to meet the cost of an Enhanced Disclosure Certificate. Details of how to make payment will be sent to you at the pre-employment stage.**